

Members Present: Petty, Thurow, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, E. Truman, B. Zeman, P. Cannon, J. Bergin, Ald. Ellington, T. Pinion

Call to Order –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Thurow to approve the minutes of January 14, 2020 and carried unanimously. Moved by Kent, seconded by Thurow to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Kent, seconded by Thurow to recommend to Council for approval of the accounts payable for **\$481,819.67**. Motion carried unanimously.
- b) **Review and Recommendation to Common Council for approving CDBG \$1,000,000 Grant application towards library expansion project** – Adm. Downing explained that the Library Board was interested in applying for a CDBG Grant for the Library expansion. There are a lot of requirements to apply and implement a CDBG Grant and the Library is not able to apply themselves, the City of Baraboo must apply as the head agency. Ald. Petty noted that based on the pros and cons provided to the Committee, he does not see this as a financial benefit. Ald. Kent agrees with Ald. Petty and also noted that this would tie up this grant for other projects during the 2-year window.

City Engineer T. Pinion reminded the Committee that we used a CDBG Program this year to free up some revolving loan funds. There was a large amount of administration work that had to be done in-house, much more than originally expected. It's agreed that we would definitely have to hire out for the administration of this grant.

CDA Director P. Cannon noted that it's a \$1,000,000 grant with a non-refundable \$10,000 application fee. MSA has offered to administer the grant for a fee of \$60,000-\$70,000. At that point, you are making Ninety-three cents on the dollar. Because of the changes to prevailing wage, it's going to cost another fifty to sixty cents on the dollar so all of a sudden your return on investment is not as great as what was expected. Additionally, it's hard to put a cost on the opportunity cost; regular tasks that are not getting done by staff.

Library Director J. Bergin explained that this first came up while working with their architects, MSA. The Library Board is aware of the different costs associated with the grant. She feels that the Library Board would like the Committee to consider if this is a good use of this grant. Is there another City project that might be better use of this grant? The grant application deadline is soon approaching. The Library project will be able to move forward with or without this grant.

Mayor Palm explained that on a weekly basis, you are required to monitor every person that worked on this job. You are constantly chasing contractors for this information. Because the Library does not need this money to build, some additional fundraising will be a lot less trouble in the long run. Davis-Bacon wage rates will, without a question, increase the cost of the library.

No recommendation made.

- c) **Review and Recommendation for approving pay grade increase for Office Assistant-Accounts in the Finance Department** – C. Haggard explained that two employees hired in the Finance Department were brought in as Grade 3. Because these employees have taken on more responsibilities, with little or no supervision, she is requesting an increase to Grade 4 for both employees. The job description has been amended as well, changing their titles to be "Finance Assistant-Accountant". Former City Adm. Geick did a job factor analysis and supported the recommendation. The wage increase will be effective 1/1/2020 and is included in the 2020 budget

Ald. Kent agrees with the wage increase; making the revision on the high quality of work and advanced job duties. The work being done for the CDA is still being done; it's redefined in the new job description. C. Haggard does not feel this requires additional staff.

Motion by Kent, seconded by Thurow to recommend the Grade Increase to Council for action. Motion carried unanimously.

- d) **Review and Recommendation to approve updates to the Employee Handbook for the City's FMLA policy and Holiday policy** – The Committee reviewed the changes to the Employee Handbook. Adm. Downing explained that most of the changes to the FMLA policy now reference the federal regulations; FMLA will now be based on a 12-month look-back period, not calendar year. The Holiday policy is amended to include Martin Luther King Jr. Day. Adm. Downing presented wage information for Police Holiday pay and explained that police officers do have the option of taking holiday as comp time. Ald. Petty feels that potential staff will look at both their hourly wages as well as the benefit packages; not only on new hires, but also retaining current staff. Motion by Kent, seconded by Thurow to recommend the updated Employee Handbook to Council for action. Motion carried unanimously.

Informational Items

- 1) Chief Schauf presented information regarding a possible rate increase for parking citations. Parking tickets are done on a bond schedule approved by Finance and Council. Chief Schauf recommends increasing the \$10 to \$15 and the \$20 to at least \$25. Atty. Truman is also going to add an appeals process to the ordinance. Ald. Petty is in favor of raising the citations but would like to see some feedback from the officers. This information will be presented at a later meeting.

Adjournment – Moved by Kent, seconded by Thurow and carried to adjourn at 6:44pm.
Brenda Zeman, City Clerk